

CALIFORNIA TECHNOLOGY, TRADE AND COMMERCE AGENCY
Division of Science, Technology & Innovation
in partnership with
THE EMPLOYMENT TRAINING PANEL

Announces the

Solicitation for Proposals
for the
Manufacturing Technology Program

Proposals must be received by 4:00 P.M. on October 8, 2003

Division of Science, Technology & Innovation
California Technology, Trade and Commerce Agency
P.O. Box 70460
Pasadena, California 91107-7460
(626) 422-5581

**Summer Solicitation
SEL-00137
AUGUST 2003**

SUMMER '03 SOLICITATION FOR THE MANUFACTURING TECHNOLOGY PROGRAM

A. INTRODUCTION

The California Technology, Trade and Commerce Agency, Division of Science, Technology & Innovation requests submittal of Proposals for the Manufacturing Technology Program. Non-profit corporations and California public agencies are eligible to apply. Based on the availability of funds in the 2003-2004 state budget and from the Employment Training Panel, a maximum of \$2,000,000 in State funds is available for award. Funded projects are expected to begin in the fall of 2003.

Existing law establishes the Manufacturing Technology Program within the Division of Science, Technology & Innovation of the California Technology, Trade and Commerce Agency, for the purpose of providing matching grants and technical assistance to California nonprofit corporations and public agencies to perform various functions relating to the development, diffusion and implementation of Manufacturing Technology in the state. Investments by the State, in the form of grants, are awarded on a competitive basis to eligible applicants.

This Manufacturing Technology Program Solicitation provides matching grant funds on a competitive basis, to Applicants who submit proposals to a manufacturing program of a federal agency or department in response to requests for proposals, broad area announcements, or other federal funding mechanisms. The targeted federal programs must be: (1) nationally competitive, (2) require Applicants to contribute matching funds (i.e. cost share), and (3) be relevant to Manufacturing Technology, subject to the provisions of the attached Regulations.

The objectives of this matching grant program are to: (1) aid California in the development of an effective manufacturing business assistance infrastructure that encourages and supports the improvement and growth of manufacturers throughout the state, and (2) make California proposals in Manufacturing Technology projects more competitive in national federal solicitations by supporting projects which leverage a broad spectrum of private sector, federal and state resources in pursuit of creating new, globally competitive, commercial products and services that will lead to sustained economic growth and job creation.

Many of the words used throughout this Solicitation are capitalized. This means that they have a specific meaning in the Regulations adopted to implement the Manufacturing Technology Program. Please refer to Attachment 1 (Regulations) for the definition of these capitalized terms. Additionally, the Regulations provide a detailed explanation of the Manufacturing Technology Program eligibility criteria, submittal process, scoring criteria, and selection process.

B. PURPOSE and OBJECTIVE

The Manufacturing Technology Program improves the competitiveness of the California's small and medium-sized manufacturers (SMEs) by making measurable differences in California's manufacturing business assistance infrastructure in regionally significant industry sectors.

Projects funded through the Manufacturing Technology Program foster the creation and retention of jobs in California by:

- Providing SMEs with access to a network of service providers, supported through state/federal/academic/private sector partnerships, that focus on their market driven needs,
- Providing affordable, state-of-the-art services, on a regional and industry sector specific basis,
- Allocating available funds on the basis of their long-term impact on the California manufacturing enterprise, and
- Performing multi-client projects that stimulate network formation and alliances within industry clusters

C. EXPECTED RESULTS

The Manufacturing Technology Program uses the following performance measures to assess the success of projects funded through this Solicitation. Each of these measures is applied to those outcomes that directly result from activities funded through the Manufacturing Technology Program.

- Jobs created and retained by SMEs
- Number of SMEs served by region and industry sector
- Increases in capital investment by SMEs
- Increases in product sales by SMEs
- Increases in cost savings in operations by SMEs

Successful projects will improve the competitiveness of California SMEs in the global market place in some or all of the following areas:

- (1) Increased access to new technology and advanced manufacturing techniques,
- (2) Increased access to capital,
- (3) Increased training of a highly skilled workforce,
- (4) Increased availability and utilization of e-Commerce,
- (5) Improved development of regionally significant industry clusters,
- (6) Increased access to new markets and new niches for California manufacturers
- (7) Improved development, diffusion (e.g., disseminate best practices) and implementation of Manufacturing Technology that have an impact on the development of a significant segment California's manufacturing sector, and
- (8) Increased availability of quality, affordable consulting

D. ELIGIBLE PROPOSALS

This Manufacturing Technology Program Solicitation provides matching grant funds on a competitive basis, to Applicants who submit proposals to a manufacturing program of a federal agency or department in response to requests for proposals, broad area announcements, or other federal funding mechanisms. The targeted federal programs must be: (1) nationally competitive, (2) require Applicants to contribute matching funds (i.e. cost share), and (3) be relevant to Manufacturing Technology, subject to the provisions of the attached Regulations.

Submitted Proposals must meet all of the following eligibility criteria:

- (1) It is submitted by an Applicant.
- (2) It is the only Proposal submitted by the Applicant.
- (3) If the solicitation for a specific Grant funding cycle specifies that funding is tied to a specific Federal Award program, that the Applicant has complied with that requirement.
- (4) The Proposal is received by the deadline specified in the Solicitation.
- (5) The Manufacturing Technology Program Budget Form is included in Proposal.
- (6) The amount requested from the Agency does not exceed 33% of budget costs per year.
- (7) Demonstrates that 100% of the Agency funds will be spent in California.
- (8) At least 33% of the project costs shall be provided by sources other than the federal government and/or California Technology, Trade and Commerce Agency.

E. PROPOSAL CONTENT

The Proposal shall include the Manufacturing Technology Program Proposal Form attached to this Solicitation, which is to be followed by the Manufacturing Technology Program Budget Form, the body of the Proposal, and other minimum required information. California public agencies submitting a proposal shall submit Exhibits A, B, and C. California non-profit corporations submitting a proposal shall submit Exhibits A, and B. Organize the Proposal as follows:

- Manufacturing Technology Program Proposal Form
- Manufacturing Technology Program Budget Form
- Proposal body
- Exhibit A (copy of federal application/pre-application)
- Exhibit B (description of organizational structure)
- Exhibit C (governing board resolution)

The Proposal body shall include, but not be limited to:

- (1) A description of the manufacturing problem, service, process, or product addressed by the Proposal.
- (2) A description of how the Proposal will directly respond to the needs of California manufacturers. This description shall include a discussion of how the Proposal will support the growth, improvement, and/or competitiveness of California manufacturers. Specific project objectives and activities shall also be described.

(3) A description of economic growth and/or job creation that is expected to result from the implementation of the Proposal. This description shall include a discussion of all industry sectors impacted by the proposal, as well as any work force training components.

(4) A description of how the Applicant intends to assemble the resources (i.e., the linkages and partnerships with other organizations and agencies) necessary to develop the proposed project and whether those resources are available in the Applicant's geographic area. A description of the roles and responsibilities of private companies, nonprofit organizations, public agencies, and/or other entities involved in the implementation of the proposed project shall also be described.

(5) A summary of the Applicant's plan to market the proposed project to California manufacturers. The intended market niche of the proposed project shall be identified in this discussion.

Particular attention should be given by the Applicant in their Proposal to the scoring criteria contained in Section G of this Solicitation and Section 4080.5 of Attachment 1.

F. PROPOSAL SUBMITTAL PROCESS

You are invited to submit a Proposal in response to this Solicitation. Applicants may submit their Proposals to:

Manufacturing Technology Program
Division of Science, Technology & Innovation
California Technology, Trade and Commerce Agency
P.O. Box 70460
Pasadena, California 91107-7460
(626) 422-5581

A **signed original**, and **four unbound reproducible copies** of the Proposal must be **received by** the Division by **4:00 P.M. on October 8, 2003**. Proposals received after this deadline will not be considered.

For questions about this Solicitation or the Proposal process, please contact Jeff Newman of the Division of Science, Technology & Innovation at (626) 422-5581.

G. SCORING CRITERIA

Eligible Proposals will be scored and ranked, according to the eight criteria below, by a panel consisting of not less than two and not more than four professional full-time employees of the Agency and at least two representatives of the technology development community or manufacturing community.

(1) Targeted solutions to industry needs. More points will be given to those Proposals which include a manufacturing process, product or service that has an impact on the development of a

significant segment of the manufacturing sector. More points will be given to those Proposals which a) include a credible plan for the development of a manufacturing process, product, or service targeted to the needs of manufacturers; b) include a training component to upgrade the skills of workers or; c) lead to the creation and retention of high-value-added manufacturing jobs in California. Maximum points will be given to Proposals that clearly explain the methods used in identifying industry needs (e.g., focus groups, marketing campaigns, surveys, demographic and analytic information) and how this information was used to develop solutions to the problems encountered by industry. **Points: 0 -- 8.**

(2) Project evaluation. More points will be given to those Proposals which include a well-prepared project evaluation schedule, and criteria and measures for evaluating the project. Criteria and measures may include, but need not be limited to, the number and size of firms served; the number of activities initiated by type and technical focus; workforce training activities; the jobs created or retained; the estimated annual and long-term impact within the service area; and the data regarding formation of manufacturing networks or consortia resulting from Program activity. **Points 0 -- 8.**

(3) Organizational capacity to fulfill the goals of the program. More points will be given to Proposals that include a credible management plan that identifies project personnel who have specific experience related to proposed activities and relevant experience in the effective diffusion and implementation of Manufacturing Improvement Services or technology commercialization. Maximum points will be given to Proposals that clearly describe: a) the role customer feedback plays in developing the management plan and b) the Applicant's strategy for attaining the identified market niche. **Points: 0 -- 8.**

(4) Credible project plan. More points will be given to those Proposals which include a credible plan for the development of the project which includes: a) a thorough description of the opportunities and impediments to the successful diffusion and implementation of manufacturing improvement services within the Applicant's region and throughout the state, b) a thorough understanding of and capacity for: production, capitalization, engineering, and research and development, and c) a concrete and credible management plan that will result in continued operation or commercial viability beyond the public funding cycle. **Points: 0 -- 8.**

(5) Likelihood of Federal Award: More points will be given to those Proposals which use the Grant as matching funds for a Federal Award. Maximum points will be given to those Proposals which indicate evidence of the receipt of a Federal Award requiring matching funds. **Points: 0 -- 5.**

(6) Sources of funding: More points will be given to those Proposals which indicate significant funds from sources other than state and federal agencies. Maximum points will be given to those Proposals showing a diverse source of funding including private sector sources, including In-kind contributions. **Points: 0 -- 5.**

(7) Partnering with other agencies and organizations. More points will be given to those Proposals which increase the effectiveness of the diffusion and implementation of manufacturing improvement services or, accelerate the commercialization of the project by enlisting the assistance and cooperation of other agencies and organizations. Maximum points will be given to those proposals that

identify all partners and their respective roles. Examples of partners include, but are not limited to: the Regional Technology Alliance, the California Space and Technology Alliance, the Employment Training Panel, regional educational and business development organizations, and other public sector, nonprofit, and private manufacturing support programs. **Points: 0 -- 4.**

(8) Diversity of Grant awards. More points will be given to those Proposals submitted by Applicants who have not received a Grant or, to those Proposals that will be implemented in geographic regions in which Applicants have not received a Grant. **Points: 0 -- 4.**

Reviewers reserve the right to contact Applicants in order to clarify information.

H. CONFIDENTIALITY

All information included as part of the Solicitation is a public record unless a determination is made that it is exempt from the Public Records Act. In the experience of the Division, the only applicable exemption is for trade secrets. If you believe that any portion of the Proposal is confidential because it is a trade secret, or for any other reason, you must check "Yes" on the cover sheet for confidentiality, and you must mark each confidential page with the word "Confidential" at the top and bottom. Confidential pages should be kept separate from the remainder of the Proposal, and cross-referenced to that part of the Proposal to which it relates. All materials, including confidential materials shall be mailed to the Division in the same package. Please read the Attachment 2 (Regulations on confidential materials) in order to complete the statement accompanying the confidential materials which sets forth the reasons for the confidentiality.

I. PAYMENT PROVISIONS

Any agreement awarded from the Solicitation will result in reimbursement to the grantee for expenses for work performed as outlined in the Scope of Work. Total reimbursement will not exceed the total contract amount. The grantee shall submit invoices, in arrears and in the format approved by the State, on a monthly or quarterly basis.

Proposal Form

Manufacturing Technology Program

Full Legal Name(s) and address (es) of entity submitting the Proposal (Applicant):

Applicant's authorized representative:

Name:

Address:

Phone #: _____ Fax number: _____ E-mail _____

County: _____ State Senate District _____ State Assembly District _____

Project name (short title up to 50 letters):

Amount of funding requested from the Agency: _____

Amount of federal funds being requested: _____

Name of Federal Agency applied to for funds: _____

How many years of federal funding are you requesting for the project? _____

Amount of non-federal/non-state funds included in the project:

_____ Cash

_____ In-kind

Does the Proposal contain confidential information? ☐ Yes ☐ No

Short summary of project (up to 50 words):

I hereby certify that the information provided in the Proposal is correct and represents the intended use of all sources of funds identified in the Proposal, and that I will inform the California Technology, Trade and Commerce Agency immediately of any changes in the funding proposal.

Signature of Authorized Representative

Entity

Date:

Signature of Authorized Representative

Date:

Entity

Budget Form

Manufacturing Technology Program

SOURCES

Sources of Funds	Cash	In-Kind	Total
A. Technology, Trade & Commerce Agency (maximum Manufacturing Technology Program funding of 33%)			
B. Other State Agency(ies)			
C. Federal			
D. Applicant			
E. Other(s)			
F.			
Total			

USES

Budget Categories**	Federal	Applicant	Technology, Trade and Commerce Agency	Other State Agency(ies)	Other Sources	Total
Salaries and Wages						
Benefits						
Contractual Services						
Travel						
Operating Expenses						
Other (specify)						
Total Budget						

**Additional budget detail may be required upon award of funding.

ATTACHMENT 1

Manufacturing Technology Grant Program Title 10, Chapter 6.56, Sections: 4080.1 through 4080.5

Section 4080.1. Definitions.

The following terms shall have the meanings set forth below:

- (a) “Agency” means the California Technology, Trade and Commerce Agency.
- (b) “Applicant” means a California nonprofit corporation or California public agency which has applied to the Agency for a Grant.
- (c) “California nonprofit corporation” means a corporation organized and in good standing as a nonprofit corporation under Title I, Division 2 of the California Corporation Code.
- (d) “California public agency” means any agency of the State of California, or any local California agency, including but not limited to a city, county, special district or joint powers agency consisting exclusively of state or local agencies.
- (e) “Federal Award” means a Manufacturing Technology grant provided by an agency of the federal government requiring non-federal matching funds for which the Applicant is requesting a Grant.
- (f) “Grant” means an award of funding pursuant to this chapter which need not be repaid.
- (g) “In-kind Support” means resources other than money provided by the Applicant or private companies, nonprofit organizations, public agencies, and/or other entities involved in the implementation of the Proposal. Examples on In-kind Support include equipment; supplies; space and facilities; managerial, secretarial, financial, and other administrative services; and technical training.
- (h) “Manufacturing Technology” refers to process of developing, disseminating, and/or implementing technical information used by manufacturers in the creation of goods and services.
- (i) “Proposal” means the forms, program descriptions, and attachments described in section 4080.3.
- (j) “Solicitation” means one or more pages explaining the Grant funding cycle which shall include, at a minimum, the following:
 - (1) Whether the funding cycle is tied to a specific federal program.
 - (2) Program deadlines.

(k) “Solicitation Deadlines” means the date and time specified in the Solicitation when all Proposals and attachments must be received by the Agency.

Note: Authority cited: Section 15378.99, Government Code. Reference: Sections 15379.15 and 15379.16, Government Code.

Section 4080.2. Proposal Process.

(a) The Agency shall establish funding cycles on an annual and/or one-time basis.

(1) The Agency shall distribute Solicitations to all persons requesting information about annual funding cycles not less than sixty (60) calendar days prior to the Solicitation Deadline.

(2) The Agency shall distribute Solicitations to all persons requesting information about one-time funding cycles not less than thirty (30) calendar days prior to the Solicitation Deadline. However, the time period for distributing Solicitations for one-time funding cycles may be shortened from thirty (30) calendar days to ten (10) calendar days if a notice of a Federal Award is received by the Agency less than fifty (50) calendar days prior to the federal deadline.

(b) Applicants shall mail one (1) original and four (4) copies of the Proposal to the address specified in the Solicitation. Proposals received after the Solicitation Deadline shall be ineligible for funding.

(c) No later than forty-five (45) calendar days following the Solicitation Deadline, the Agency shall mail a letter to all Applicants informing them if their funding request has been approved or disapproved.

(1) Letters disapproving a funding request shall state that a Grant was not awarded because:

(A) The Proposal was ineligible pursuant to section 4080.4, or;

(B) The Proposal scored insufficient points pursuant to Section 4080.5.

(d) When a funding cycle is tied to a specific Federal Award, Applicants selected for funding shall receive a letter which includes the amount of the Grant and a statement indicating the disbursement of the Grant is conditioned upon the Applicant receiving a Federal Award that is consistent with the Proposal submitted to the Agency, (“Letter of Conditional Grant Award”) and the execution of a Grant agreement. Upon receipt of a copy of the notice announcing the Applicant’s Federal Award, the Agency and the Applicant shall begin negotiating the terms of the Grant agreement. When terms mutually agreed upon by both parties have been reached, the Agency shall disperse the Grant to the Applicant.

(e) When a funding cycle is not tied to a specific Federal Award, Applicants selected for funding shall receive a letter which includes the amount of the Grant and a statement indicating that the

disbursement of the Grant is conditioned upon the execution of a Grant agreement. When terms mutually agreed upon by both parties have been reached, the Agency shall disperse the Grant to the Applicant.

Note: Authority cited: Section 15378.99, Government Code. Reference: Sections 15379.15 and 15379.16, Government Code

Section 4080.3. Proposal Content

(a) All Proposals shall include a completed Manufacturing Technology Program Proposal Form (6/97 revision date), a completed Manufacturing Technology Program Budget Form (6/97 Revision date), a Proposal body, a certification signed by the Applicant's authorized representative, and attachments as set forth in subsections(f) and (g). Each part of the Proposal shall begin on a separate sheet of paper and be clearly labeled with a title at the top of the page. Copies of the Manufacturing Technology Program Proposal Form and the Manufacturing Technology Program Budget Form shall be provided in the Solicitation distributed to all interested persons pursuant to Sections 4080.2.

(b) The following information shall be included in the Manufacturing Technology Program Proposal Form:

(1) The Applicant's name, address, county, state legislative district, telephone number, and when available, e-mail address and facsimile number.

(2) The name and title of the Applicant's authorized representative.

(3) The project name.

(4) The amount of State Manufacturing Technology Program funds requested.

(5) When applicable, the following information regarding the federal program the Applicant has applied to for funding:

(A) The name of the federal agency and the name of the federal program the Applicant has applied to for funding.

(B) The amount of federal funds requested.

(C) The name of the entity applying for the Federal Award. If the entity applying for the Federal Award is different than the Applicant as designated in subsection (1) above, the following information shall be provided:

(i) The entity's address, county, telephone number, and when available, e-mail address and facsimile number; and

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(ii) The name and title of the entity's authorized representative.

(6) Whether or not confidential information is included in the Proposal. Applicants shall follow the procedure for designating confidential information set forth in section 5440 et seq.

(c) The following information shall be included in the Manufacturing Technology Program Budget Form:

(1) A description of all funding available to the Applicant for the implementation of the Proposal including:

(A) The amount of funding requested from the state Manufacturing Technology Program (shall not exceed thirty-three percent (33%) of the total funding for the Proposal);

(B) The amount of funding requested from other state agencies (Applicants shall include the name of the state agency and the state program applied to for funding);

(C) The amount of federal funding requested;

(D) The amount of funding provided by the Applicant (Applicants are required to provide a minimum of thirty-three percent (33%) of the total funding for the Proposal); and

(E) A description of the source and dollar value of In-kind support.

(2) A budget listing the proposed uses of the funding identified in subsection (c)(1), above including:

(A) The salary and benefits of the staff implementing the Proposal.

(B) Travel Expenses.

(C) Operating Expenses (Expenses related to the operation of the Proposal such as telephone, facsimile, office supplies, utilities, insurance. Leases, and building operation and management. Operating expenses typically exclude expenses related to equipment and direct project materials.)

(D) Contractual Services (Services necessary for the implementation of the Proposal for which the Applicant will sub-contract. These are services undertaken by a service provider external to the Applicant's organization and include, but are not limited to: engineering, marketing, facilitation, and training. Required Contractual Services may vary from Applicant to Applicant and will be approved in the Grant agreement between the Applicant and the Agency or by the Manufacturing Technology Program Manager prior to the execution of the Grant agreement.)

(E) Total Direct Charges (All costs directly identifiable to the Proposal including salaries, wages, benefits, Contractual services, travel, Operating Expenses, and other expenses.)

(F) Total In-direct Charges (The overhead rate, or costs shared among the more than one program implemented by an Applicant, but by not readily attributed to a specific project. The amount of In-direct Charges related to the Proposal is established by the Applicant's organization, but it shall not exceed similar charges charged to the federal government under any Federal Grant associated with the Proposal).

(G) Other expenses (shall be specified by the Applicant).

(d) The Proposal body shall include the following:

(1) A description of the manufacturing problem, service, process, or product addressed by the Proposal. This description shall include a discussion of any scientific and/or technological innovations included in the Proposal.

(2) A description of how the Proposal will directly respond to the needs of California manufacturers. This description shall include a discussion of how the Proposal will support the growth, improvement, and/or competitiveness of California manufacturers. Specific project objectives and activities shall also be described.

(3) A description of economic growth and/or job creation that is expected to result from the implementation of the Proposal. This description shall include a discussion of all manufacturing sectors impacted by the proposal and any work force training components.

(4) A description of the resources necessary to successfully develop the manufacturing process, service, or product described in the Proposal, including: capitalization, physical plant and equipment, engineering, and research and development.

(5) A description of how the Applicant intends to assemble the resources necessary to develop the manufacturing process, product, or service and whether those resources are available in the Applicants geographic area.

(6) A summary of the Applicants plans to market the manufacturing process, product, or service. The intended market niche of the manufacturing process, product, or service shall be identified in this discussion.

(7) A description of the roles and responsibilities of private companies, nonprofit organizations, public agencies, and/or other entities involved in the implementation of the Proposal.

(e) The certification shall be signed and dated by the Applicant's authorized representative as identified in subsection (b)(2) above. The certification shall include the following language: I hereby certify that the information provided in this Proposal is correct and represents the intended use of all sources of funds identified in the Proposal, and that I will inform the California Technology, Trade and Commerce Agency immediately of any changes in the funding proposal.

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(f) Proposals submitted by nonprofit organizations shall contain two (2) attachments, labeled Exhibits “A” and “B”, which include all of the following:

(1) Exhibit A:

(A) A copy of the Applicant’s Federal Award application, or

(B) A copy of the Applicant’s previously submitted preliminary Federal Award application, and a letter from the federal agency which indicates support for the preliminary application and a statement requesting the Applicant to submit a complete application.

(2) Exhibit B:

(A) A description of the Applicant’s experience in the diffusion and/or implementation of Manufacturing Improvement Services and/or Technology Commercialization; a listing of the staff who will implement the Proposal and their resumes; and an organization chart which includes those persons.

(g) Proposals submitted by public agencies shall contain three (3) attachments, labeled Exhibits “A”, “B”, and “C” which include all of the following:

(1) Exhibit A:

(A) A copy of the Applicant’s Federal Award application, or

(B) A copy of the Applicant’s previously submitted preliminary Federal Award application, and a letter from the federal agency which indicates support for the preliminary application and a statement requesting the Applicant to submit a complete application.

(2) Exhibit B:

(A) A description of the Applicant’s experience in the diffusion and/or implementation of Manufacturing Improvement Services and/or Technology Commercialization; a listing of the staff who will implement the Proposal and their resumes; and an organization chart which includes those persons.

(3) Exhibit C:

(A) A resolution adopted by the public agency’s governing body which authorizes the submission of the Proposal to the Agency and, identifies a person authorized to represent the Applicant concerning the Grant, pursuant to subsection (b) (2) above.

Note: Authority cited: Section 15378.99, Government Code. Reference: Sections 15379.15 and 15379.16, Government Code

Section 4080.4. Proposal Eligibility

- (a) An eligible Proposal is one which meets all of the following requirements:
 - (1) It is submitted by a qualified Applicant pursuant to Section 4080.1 (b).
 - (2) It is the only Proposal submitted by the Applicant.
 - (3) If the Solicitation for a specific Grant cycle specifies that funding is tied to a specific Federal Award program, the Applicant has complied with that requirement.
 - (4) The Proposal is received by the deadline specified in the Solicitation.
 - (5) Funding for the entire Proposal is adequately identified in the Manufacturing Technology Program Budget Form described in Section 4080.3 (c).
 - (6) The amount of funding requested from the Agency does not exceed thirty-three percent (33%) of the entire Proposal for any one year.
 - (7) At least thirty-three percent (33%) of the Proposal costs are provided by sources other than the federal government and/or the California Technology, Trade and Commerce Agency.
 - (8) One hundred percent (100%) of the funds requested from the Agency will be expended in California.

Note: Authority cited: Section 15378.9, Government Code. Reference: Sections 15379.15 and 15379. 16, Government Code

Section 4080.5. Funding Determination/Selection Process

(a) A panel consisting of not less than two (2) and not more than four (4) professional full-time employees of the Agency and at least two (2) representatives of the technology development community or manufacturing community, shall score all Proposals using the criteria described in subsections (1) through (8) below. The panel shall be authorized to interview Applicants to request clarification of material submitted prior to the Solicitation Deadline, but not to request additional material.

(1) **Targeted solutions to industry needs**. More points will be given to those Proposals which include a manufacturing process, product or service that has an impact on the development of a significant segment of the manufacturing sector. More points will be given to those Proposals which a) include a credible plan for the development of a manufacturing process, product, or service targeted to the needs of manufacturers; b) include a training component to upgrade the skills of workers or; c) lead to the creation and retention of high-value-added manufacturing jobs in California. Maximum points will be given to Proposals that clearly explain the methods used in identifying industry needs (e.g., focus groups, marketing campaigns, surveys, demographic and analytic information) and how this information was used to develop solutions to the problems encountered by industry. **Points: 0 -- 8.**

(2) **Project evaluation.** More points will be given to those Proposals which include a well prepared project evaluation schedule, and criteria and measures for evaluating the project. Criteria and measures may include, but need not be limited to, the number and size of firms served; the number of activities initiated by type and technical focus; workforce training activities; the jobs created or retained; the estimated annual and long-term impact within the service area; and the data regarding formation of manufacturing networks or consortia resulting from Program activity **Points 0 -- 8.**

(3) **Organizational capacity to fulfill the goals of the program.** More points will be given to Proposals that include a credible management plan that identifies project personnel who have specific experience related to proposed activities and relevant experience in the effective diffusion and implementation of Manufacturing Improvement Services or technology commercialization. Maximum points will be given to Proposals that clearly describe: a) the role customer feedback plays in developing the management plan and b) the Applicant's strategy for attaining the identified market niche. **Points: 0 --8.**

(4) **Credible project plan.** More points will be given to those Proposals which include a credible plan for the development of the project which includes: a) a thorough description of the opportunities and impediments to the successful diffusion and implementation of manufacturing improvement services within the Applicant's region and throughout the state, b) a thorough understanding of and capacity for: production, capitalization, engineering, and research and development, and c) a concrete and credible management plan that will result in continued operation or commercial viability beyond the public funding cycle. **Points: 0 -- 8.**

(5) **Likelihood of Federal Award.** More points will be given to those Proposals which use the Grant as matching funds for a Federal Award. Maximum points will be given to those Proposals which indicate evidence of the receipt of a Federal Award requiring matching funds. **Points: 0 -- 5.**

(6) **Sources of funding.** More points will be given to those Proposals which indicate significant funds from sources other than state and federal agencies. Maximum points will be given to those Proposals showing a diverse source of funding including private sector sources, including In-kind contributions. **Points: 0 -- 5.**

(7) **Partnering with other agencies and organizations.** More points will be given to those Proposals which increase the effectiveness of the diffusion and implementation of manufacturing improvement services or, accelerate the commercialization of the project by enlisting the assistance and cooperation of other agencies and organizations. Maximum points will be given to those proposals that identify all partners and their respective roles. Examples of partners include, but are not limited to: the Regional Technology Alliance, the California Space and Technology Alliance, the Employment Training Panel, regional educational and business development organizations, and other public sector, nonprofit, and private manufacturing support programs. **Points: 0 -- 4.**

(8) **Diversity of Grant awards.** More points will be given to those Proposals submitted by Applicants who have not received a Grant or, to those Proposals that will be implemented in geographic regions in which Applicants have not received a Grant. **Points: 0 -- 4.**

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(b) Eligible Proposals shall receive between thirty (30) and fifty (50) points. Based on negotiations pursuant to Section 4080.2 (d), the Agency shall award Grants to the Applicant(s) receiving the highest scores.

Note: Authority cited: Section 15378.99, Government Code. Reference: Sections 15379.15 and 15379.16, Government Code.

ATTACHMENT 2

Confidential Information

Public Record

The Applicant has the right to request that certain material submitted to the Agency be designated confidential and not available for public disclosure.

Information submitted to a state agency through a Proposal process or a Grant Agreement is normally a public record, pursuant to the Public Records Act, California Government Code Sections 6250 et seq. The public has a right to review and obtain copies of public records.

Proprietary Information

The Agency realizes that Applicants may find it necessary to deliver proprietary or other information to the Agency in order to adequately explain a Project, and may not want the information to become a public record. The Applicant may submit a request for confidentiality indicating that specified material submitted to the Agency be designated confidential and not publicly disclosed and in the event that confidentiality is not granted, indicating whether the material is to be returned or retained as part of the public record Proposal. If confidentiality is granted, the material will not be disclosed to the general public unless so ordered by a court of competent jurisdiction. Material returned to the Applicant will not be reviewed or examined as part of the Proposal. Failure to indicate a desire for confidentiality at the time the record is submitted to the Agency is not a waiver of the right to request confidentiality later.

Request for Confidentiality

All confidential material must be contained on pages separate from non-confidential material and stamped "CONFIDENTIAL" on the bottom and top of each page. Only confidential material may be included on the stamped pages and no confidential material may be included on pages that contain non-confidential material. Cross reference each confidential item and the area of the Proposal to which it is related. Confidential material and the request for confidentiality must be presented as follows:

- I. Specifically indicate those parts of the application which should be kept confidential by stamping "CONFIDENTIAL" on the top and bottom of any page containing confidential information.
- II. State the length of time the information should be kept confidential, and provide justification for the length of time.

Request for Confidentiality

- III Cite and discuss the provisions of the Public Records Act (California Government Code 6250 et seq.) or other law which allows the Agency to keep the information confidential and the public interest in non-disclosure of the information. If it is believed that the information should

not be disclosed because it contains trade secrets or its disclosure would otherwise cause loss of a competitive advantage, the request shall also state the specific nature of the advantage and how it would be lost, including the value of the information to the requesting party, and the ease of difficulty with which the information could be legitimately acquired or duplicated by others.

Confidential Information

(Continued)

IV. State whether and how the information is kept confidential by the Applicant and whether it has ever been disclosed to a person other than an employee of the Applicant, and if so under what circumstances.

V. Contain a certification executed by the person primarily responsible for preparing the Proposal, "I certify under penalty of perjury that the information contained in this request for confidential designation is true, correct, and complete to the best of my knowledge, and that I am authorized to make this request and certification on behalf of [name of entity]."

VI. Specify whether the person submitting the Proposal wishes the information returned or disclosed upon a denial of confidential designation. Information returned to the Applicant will not be considered or reviewed as part of any Proposal or request for funding.

Information contained in a Grant Agreement between the Agency and Applicant must be a public record. This information includes at least: a one-page description of the project, project title, milestones for the project, budget for the Grant and the name of Grant recipient.